

C-A OPERATIONS PROCEDURES MANUAL

2.27 Release of New Systems To Operations

1. Purpose

- 1.1 To certify that new Accelerator Systems have been reviewed by the appropriate safety committees.
- 1.2 To affirm that Operations (MCR) and Collider-Accelerator Support (CAS) personnel have been familiarized with safety and operational aspects of the system.
- 1.3 Existing systems are exempt from this procedure.

2. Responsibilities

- 2.1 The Main Control Room Group Leader (MCRGL), or designee is responsible for initiating this procedure.
 - 2.1.1 MCRGL shall initiate this procedure if:
 - 2.1.1.1 Failure of the system can have a negative effect on the health and safety of workers or the environment.
 - 2.1.1.2 Failure can result in one hour or more of accelerator downtime.
 - 2.1.1.3 Failure can cause damages in excess of \$100,000.
- 2.2 Each of the individuals listed in [C-A-OPM-ATT 2.27.a, “Operations Acceptance of New Equipment/Systems Checklist”](#), are responsible for ensuring that the steps called out for in that attachment are completed.
- 2.3 The ESHQ Division Head (ESHQDH) must initiate C-A-OPM-ATT 2.27.b, [“Head Of Safety Section’s Committee Acceptance Tracking \(CAT\) Form”](#). A copy of this is to be included with [C-A-OPM-ATT 2.27.a, “Operations Acceptance of New Equipment/Systems Checklist”](#). Included with this shall be a list of the committees appropriate for review of the new system.

3. Prerequisites

- 3.1 The ESHQ Division Head (ESHQDH) shall review the system and determine which safety reviews shall be completed prior to release.

4. Precautions

None

5. **Procedure**

- 5.1 The System Expert shall complete items called for in sections I and II of [C-A OPM-ATT 2.27.a, "Operations Acceptance of New Equipment/Systems Checklist"](#).
 - 5.1.1 System Expert shall initial, in the space provided, after each task has been completed.
- 5.2 ESHQ Division Head (ESHQDH) shall append a copy of the [C-A-OPM-ATT 2.27.b](#) to the "Operations Acceptance of New Equipment/Systems Checklist".
 - 5.2.1 The ESHQ Division Head (ESHQDH) shall initial "Operations Acceptance of New Equipment/Systems Checklist" in the space provided.
- 5.3 The CAS Technical Supervisor (CASTS) shall complete appropriate sections "Operations Acceptance of New Equipment/Systems Checklist".
 - 5.3.1 CAS Technical Supervisor (CASTS) shall ensure that a minimum number of support technicians have been made familiar with the system and that a program to train all remaining personnel is implemented.
 - 5.3.2 CAS Technical Supervisor (CASTS) shall initial "Operations Acceptance of New Equipment/Systems Checklist" as tasks are completed.
- 5.4 The Mechanical Services Technical Supervisor (MSTS) shall complete appropriate sections of [C-A-OPM 2.27.a, "Operations Acceptance of New Equipment/Systems Checklist"](#).
 - 5.4.1 Mechanical Services Technical Supervisor (MSTS) shall initial in the space provided after each task is completed.
- 5.5 The Controls Group Leader (CGL) shall complete the appropriate section of "Operations Acceptance of New Equipment/Systems Checklist".
- 5.6 The MCR Group Leader (MCRGL) or Deputy MCR Group Leader (DMCRGL) shall insure that CAS and MCR personnel have been trained in changes in AGS and/or Booster LOTO procedures and complete all appropriate sections [of C-A OPM ATT. 2.27.a "Operations Acceptance of New Equipment/Systems Checklist"](#).
- 5.7 The Chief Electrical Engineer (CEE) shall confirm that any One Line Diagrams that needed to be changed have been updated and approves them.

5.7.1 The CEE shall initial the space provided when this is complete.

- 5.8 [C-A OPM ATT. 2.27.a](#) "Operations Acceptance of New Equipment/Systems Checklist" shall be completed before a system can be used by MCR Operations or Operations Support.

6. Documentation

- 6.1 Completed [C-A OPM ATT. 2.27.a](#) "Operations Acceptance of New Equipment/Systems Checklist".
- 6.2 ESHQ Division Head Committee Acceptance Tracking (CAT) form [C-A OPM ATT. 2.27.b](#).
- 6.3 A binder containing completed checklists - [C-A-OPM-ATT. 2.27.a](#) will be maintained in the MCR. |

7. References

None

8. Attachments

- 8.1 [C-A OPM ATT. 2.27.a, "Operations Acceptance of New Equipment/Systems Checklist"](#).
- 8.2 [C-A OPM ATT. 2.27.b, "Head of Safety Section's Committee Acceptance Tracking \(CAT\) Form"](#).